

## Project Managers' Workgroup

### MINUTES April 18, 2005

#### Attending:

Sharon Hayes	EPMO
Mary Jo Gilliam	Agriculture
Dell Pinkston	DHHS
Angela Taylor	DHHS
Jesus Lopez	EPMO
Suzanne Taylor	ESC
David Prince	DJJDP
Linda McRae	ITS
Gary Evans	DOT
Patsy Thames	DOT
Lynne Beck	DMH
Rob Hines	DPI
Jim Tulenko	ITS
Larry Forrester	DPI
Travis Snipes	DHHS
Glenn Poplawski	ITS
Teresa Shingleton	OSC
John McShane	EPMO
Bob Giannuzzi	EPMO

**Welcome/Introductions:** **Sharon Hayes** welcomed everyone to the meeting. She asked for approval of March 21, Minutes. Minutes approved.

Sharon informed members that the EPMO website is being worked on. She mentioned that she would like to list certified project managers on the website. She requested that members go back to their respective agencies and find out if agencies are comfortable with the idea.

She said that as soon as a good prototype of the website is available, she would like members to look at the website for comments or input.

**Bob Giannuzzi** asked that new members introduce themselves. He then passed around a handout of training opportunities for project managers. He mentioned new offering from New Horizons, and discussed various places offering training that he thought might be beneficial.

**Sharon** asked that if anyone has seen topics that they might like training on, to please let Bob know.

A question was asked whether EPMO offers PDU's for training.

**Sharon** responded that no training PDU's are offered as yet, but that she would look into it.

**Jim Tulenko** explained again what the Portfolio Management Tool would do. He informed that early adopters gave feedback and now work was being done on the Tabs. He mentioned that UMT will finish configuration and thereafter training for agencies and others will be available.

**Sharon Hayes** advised that there is information on the State CIO website (<http://www.scio.state.nc.us/PortfolioManagementInitiative.asp>) that tracks progress of the Tool with weekly status reports.

She mentioned that EPMO has been driving the Project Management Working Group agenda thus far, and that she would like the Project Management Working Group to drive the agenda. She asked members to think of other agenda items and to send them to Bob Giannuzzi.

Sharon explained details of the PPM Workflow from a draft document handout. She will send the final version to the workgroup when it's available.

Early adopter representatives are DHHS and OSC. There are 2 waves of early adopters. DENR is to get feedback in.

In response to question regarding whether new projects or existing projects would utilize the Tool, Sharon informed that there is still discussion as to how rollout and conversion from the current process would be handled.

Sharon explained that agencies may want to use the Tool before actually submitting to ITS, i.e. using it in-house to monitor progress of a project more effectively.

She mentioned meeting with agencies to talk about roles and responsibilities.

Meeting adjourned at 4:00 pm.